

FYI...

WHAT YOU NEED TO KNOW FOR YOUR LEGAL NAME CHANGE



Note: Unfortunately in Jamaica currently, legal changes to gender markers are not allowed on your government issued-documents. However, name changes are allowed entirely, and can be done by anyone 18 years or older without permission from parent or legal guardian.

Deed Poll

- The first step to a legal name change
- A Deed Poll is a legal document that allows an individual to assume a new name and provides documentary evidence of the name change. You can change your first, middle and/or last names with this document.
- The Deed Poll is attached to your birth certificate and will not allow for changes to the name on the certificate. Rather, it denotes that you have legally abandoned the former name and must now be addressed by the new name.
- Stating the reasoning behind the name change is necessary in the application, and the reasons must be valid (e.g., “This is the name I am most known by”, “Religious/Spiritual purposes”)
- It is drafted by and submitted to the Registrar General’s Department (RGD)
- Requirements: original copy of birth certificate, valid government photo identification card OR passport size picture signed by a Justice of the Peace (JP), fee coverage

- Process:
 - Have deed poll drafted by RGD and returned to you
 - Sign and date in the presence of a JP
 - Have the JP sign and place seal in designated area
 - Have the deed poll stamped at the stamp Office downtown
 - Return draft to any RGD office and pay for registration
 - Pick up after selected period ends, or when you receive a phone call from RGD.
- Fees:
 - **Drafting:**
 - Express – (3 to 4 Days pick up) \$7500
 - Seven to Ten Days - (7 to 10 Days pick up) \$6000
 - Ordinary - (30 Days pick up) \$5000
 - **Stamp duty:** \$500
 - **Recording:**
 - Express – (3 to 4 Days pick up) \$4500
 - Seven to Ten Days - (7 to 10 Days pick up)\$3000
 - Ordinary - (30 Days pick up) \$2000
- NB: The signature on any application forms before the deed poll is registered must be signed using your old signature. Only the signature on the Deed Poll itself, as well as signatures after it has been recorded by RGD or changed on other documents can be done using the new signature. **Practice your new signature.**
- NB: An individual can conduct the process for you on your behalf if you provide a Letter of Authorisation stating the name, address and telephone of both the applicant and the

	<p>person assisting, and have the letter stamped by a JP.</p>
<p>NIS</p>	<ul style="list-style-type: none"> • A National Insurance Scheme (NIS) reference number is needed to conduct any and all NIS-related matters. • It is required by employment in Jamaica. • First application and changing your name on this is free. • Visit any NIS office (find the locations at https://www.mlss.gov.jm/parish-offices/), join the line, fill out the form and return to the officers. You must present your deed poll and NIS number (if applicable). • Your NIS number never changes across the span of your life.
<p>TRN</p>	<ul style="list-style-type: none"> • Your Tax Registration Number (TRN) is a unique nine-digit identification number assigned to each individual taxpayer, business enterprise, organisation (non-profit, partnership, charity, etc.) by way of an automated system. • It is required for employment in Jamaica. • The name change process can be done at any Tax Administration Office (find your nearest location here: https://www.jamaicatax.gov.jm/web/guest/our-offices), but must be done physically. • The name for your TRN must be changed as soon as possible, and you must provide your: <ul style="list-style-type: none"> ○ Deed Poll (with attached birth certificate) ○ Valid government-issued photo ID (even with the old name still referenced on it) OR passport-size picture certified by a JP ○ Completed TRN Supplemental Information (Individuals)

	<p>form (available at https://www.jamaicatax.gov.jm/documents/10194/19475/supp_info_indi.pdf/170e6215-db2f-413e-8066-635bf5de0e2c).</p> <ul style="list-style-type: none"> • Process takes 5 business days. • Changing your name on your TRN is free, and you use the same TRN for your entire life.
<p>Driver's Licence</p>	<ul style="list-style-type: none"> • You can change your name on your Driver's Licence only after the process of name change for your TRN is completed in 5 business days. • Must be conducted face to face at any TAJ office. • Fee: \$1800 • Needed Documents: <ul style="list-style-type: none"> ○ Completed form (available here: https://www.jamaicatax.gov.jm/documents/10194/18658/f7.pdf/77345de2-76af-4982-a0a5-74269afc1308) ○ Deed Poll ○ Most recent/eligible Driver's Licence ○ Passport-size picture 6 months or younger ○ Payment of fee • NB. The expiry date on your driver's licence will not change prior to name change.
<p>Voter's ID</p>	<ul style="list-style-type: none"> • The Voter's ID is needed to be eligible to participate in government elections in Jamaica. • Find the office within your constituency preferably (find them at https://ecj.com.jm/boundaries/parishes/).

- The application process is **free** for first-time applicants only.
- For first-time applicants, the registration clerk will collect your data and demographic information including height, fingerprints, take a photo, etc. You will also be required to submit your birth certificate with attached Deed Poll for verification.
- For first-time applicants, an address verification is required. This entails EOJ representatives randomly visiting your house to confirm you reside there. At the time of application, you are required to share your daily schedule with the registration clerk to find the times you are likely at home.
- The law requires that registration takes into account the place where you are 'normally resident'. This means the place where you call home and it can be proven that you live there. If you have more than one residence, you will need to indicate the one in the constituency you prefer to vote.
- After verification, your ID card will be issued, but only after the voters list has been published. Depending on when you register, this may be May 31 or November 30.
- Revising the name on your voter's ID using a Deed Poll will require the following documents:
 - Original and photocopy of Deed Poll (front and back)
 - Original and Photocopy of Birth Certificate
 - Completed and Signed Declaration of Identity Form (the form requires a JP signature and seal, as well as the signature of a person 10 years or older than the applicant.)
 - Pay the fee of **\$3000** at a select Lasco Money Transfer

	<p>location</p> <ul style="list-style-type: none"> Name changes on the Voter's ID still require submission of demographic information including height, fingerprints and taking a photo, but will not require verification of address.
<p>Passport</p>	<ul style="list-style-type: none"> Both new applicants and name change applicants require physically going to the Passport Office for application. Required documents: <ul style="list-style-type: none"> Original copy of the Birth Certificate Original Deed Poll Two (2) identical passport-size photos (one must be certified by the same JP who certifies your application form) Completed application form certified by a JP Valid government-issued ID Fee: \$11,500 for name changes, \$6,500 for first-time and regular applicants. These fees are for Kingston - 7 working days; Montego Bay - 14 working days; Portmore & May Pen Tax Offices - 11 and 14 days respectively. Application form available here: https://www.pica.gov.jm/sites/default/files/Forms/Jamaica-Passport-Application-Compressed.pdf NB.: The passport expiry date will update after name change to reflect 10 years after application period.
<p>U.S. Visa</p>	<ul style="list-style-type: none"> Complete this only after collecting your renewed passport with your new name. Both first-time and renewing applicants are required to do the

	<p>online regular application process including filling out the DS-160 Form (Find it here: https://ceac.state.gov/genniv/)</p> <ul style="list-style-type: none"> • NB: Fill out using your new name rather than the old one. • Next, sign in or create account to book appointment and submit visa application fee: https://ais.usvisa-info.com/en-jm/niv/users/sign_in • Fee: USD\$185 • If you are a first-time applicant, you will be required to schedule an appointment at the Embassy. • If you already had a U.S. Visa, then you may be asked to simply submit your documents to a location in Liguanea Mall. Follow the instructions carefully but <u>add a photocopy of your Deed Poll to the submitted documents</u>. This does not need to be certified by a JP.
<p>Banking Information</p>	<ul style="list-style-type: none"> • Usually a free process that requires either presenting the original Deed Poll, valid ID and current banking details to your bank, or submitting these changes virtually, depending on the bank. Ensure that if submitting virtually that the seal on the Deed Poll is visible in the scan, and to carefully complete any forms the bank may require. • After updating bank details, you can also request to update the name on your banking cards, which the bank teller can provide more information on (this is also a free process).
<p>Degrees, Certificates</p>	<ul style="list-style-type: none"> • This process is dependent on each educational institution, and will likely incur a cost. We recommend amending your most recent/strongest qualifications.

<p>ions, Etc.</p>	
<p>Update Work Information</p>	<ul style="list-style-type: none"> • You must share with the HR department or its equivalent at your workplace that you have undergone a legal name change, and provide copies of the Deed Poll, TRN, NIS, changed banking details, or any other relevant information. If you benefit from health insurance from your workplace, ensure that they update this information as well. • This process should be free.
<p>Update School Information</p>	<ul style="list-style-type: none"> • You must share with the respective department at your current educational/training that you have undergone legal name change, and supply them with a copy of your Deed Poll and any other relevant information. • This process should be free, but may incur additional costs for school ID updates, etc.
<p>Doctor's Office, Hospital, Medical Records, etc.</p>	<ul style="list-style-type: none"> • You can update your medical records at various health care institutions upon return to their locations. Simply alert the front desk receptionist or nurse and supply your original Deed Poll for them to copy. • This process should be free.

Contact us at: hello@transwaveja.org